

Issuing income certificates

❖ **Summarize the main work steps related to the service:**

**Application with Grama Niladhari
recommendation**

**Divisional Secretary / Assistant Divisional Secretary
Obtaining the Order**

Fill in the PIV form and charge the relevant fee.

**Writing the certificate and including it in the
register.**

**Divisional Secretary / Assistant Divisional Secretary
Obtaining a Signature Certificate**

Issuing the certificate to the client